

# Staff Summary Report



Council Meeting Date: 10/20/2011

Agenda Item Number: 5B3

**SUBJECT:** Request approval of one-year contract renewals with Factory Motor Parts, Chapman Ford (formerly Five Star Ford), Arizona Rubber Company, Turbo & Electric Sales & Service, Courtesy Chevrolet, FleetPride, One Source Distributors, Performance Plus, Pro Auto Parts & Hardware, Carquest of Tempe, Mighty Auto Parts of Arizona, RWC International (formerly McCandless of Arizona), Watkins Specialists, North Valley Motor Sports, Tempe Power Equipment, RLS Services, American Filter Equipment, Lighthouse, Simpson-Norton, Valley Truck & Trailer Services, Brown & Brown Chevrolet, NAPA Auto Parts, Arizona Emergency Products and Arizona Refuse Sales for the purchase of repair parts for City vehicles and equipment used by the Public Works Department.

**DOCUMENT NAME:** 20111020fsta06 PURCHASES (1004-01)

**COMMENTS:** Total cost of these contracts will not exceed \$600,000 during the one-year contract renewal period.

**PREPARED BY:** Tony Allen, CPPB, Procurement Officer, 480-350-8548

**REVIEWED BY:** Jerry Hart, CPA, Deputy Finance & Technology Director - Finance, 480-350-8505  
Michael Greene, CPM, Central Services Administrator, 480-350-8516  
Don Bessler, Public Works Manager, 480-350-8205  
John Osgood, Deputy Public Works Director – Field Operations, 480-350-8949  
Aaron Alvarado, Fleet Manager, 480-350-8344  
Kevin Devery, Fleet Analyst, 480-350-8088

**LEGAL REVIEW BY:** Dave Park, Assistant City Attorney, 480-350-8907

**DEPARTMENT REVIEW BY:** Ken Jones, Finance and Technology Director, 480-350-8504

**FISCAL NOTE:** (T09-032) Sufficient funds have been appropriated in General Fund cost center 3262 for the anticipated expenditures in the current fiscal year.

**RECOMMENDATION:** Approve the renewal of the contracts.

**ADDITIONAL INFO:** City Council originally approved the award of contracts to the firms noted in the subject line of this staff summary on October 16, 2008 for an initial three-year contract period with two one-year renewal options. This renewal request is for the first of two available renewal options. The Fleet Service section of the Public Works Department utilizes these contracts for the purchase of parts used to repair and maintain the City's fleet of vehicles and equipment.

### Contractor Performance

The contractors performance was rated by the Public Works Department on the following criteria:

- Personnel are responsive, cooperative and available
- Overall quality of products or services delivered
- Timeliness of performance
- Quality of follow-up in resolving complaints or problems
- Firm's promptness in submitting accurate invoices

In all categories, the firms received scores indicating they are meeting or exceeding standards established by the contracts. One awarded firm, Auto Safety House, declined to renew their contract.

### Recommendation

It is the recommendation of the Public Works Department that the contracts be renewed.

### Cost

Cost is based on a contract established discount from current catalog pricing. There are no changes to the discounts for any of the contracts.